

Sayeeda Sultana

Graphic Designer

With a strong foundation in graphic design, I bring hands-on experience in creating diverse digital and print materials. My expertise spans from developing marketing collateral to designing wireframes and microsites. I am passionate about delivering creative, visually appealing solutions that meet business and client needs.

Experience

Rosehill College — *Trainer & Assessor*

January 2023- September 2024

- Conduct lectures and assessments in IT modules, monitor student progress, and manage performance outcomes.
- Update course materials and recommend improvements for delivery methods.
- Lead curriculum improvement projects and assessment validations.
- Deliver lectures and assessments on business and marketing modules, track student progress, and manage performance outcomes.
- Regularly review course content and recommend updates to align with industry standards.

Rafmin Training and Consultancy Pty Ltd — *Business administration officer.*

Part-time (2022- 2023)

- Provide administrative and technical support, maintaining records and handling financial reporting tasks.
- Coordinate training programs and manage document workflows.
- Assist in cross-department communication and project coordination.

Freelancer — *Graphic Designer*

2015 – Present

- Designed logos, brochures, and banners for various companies and community organizations.
- Volunteered design work for the Bangladesh Medical Society, maintaining their websites.
- Virgin Mobile, Australia – Junior Graphic Designer
November 2012 – December 2013
- Collaborated with the marketing team to create digital and print materials, including price cards, posters, and EDM.
- Designed web pages for marketing promotions and developed Virgin Mobile VFest catalog and ticket design.

Manarat Dhaka Int. College, Bangladesh — *Teacher*

Jan 2008 - September 2009

- Organized the classroom and resources to create a positive learning environment, coordinated activities and resources within a specific area of the curriculum, and supported colleagues.

Personal Info

Phone

(04) 2255 4444

Email

sayeeda.sultana.au@gmail.com

Portfolio

<https://sayeeda.com.au>

LinkedIn

<https://www.linkedin.com/in/sayeeda-sultana-81103966/>

Skills

Adobe Illustrator
Adobe Photoshop
Adobe Dreamweaver
Adobe InDesign
Cinema 4D
Microsoft Office

Personal Interests:

Drawing, Painting, Reading Books,
Photography & Traveling

Language:

English, Bengali

- Developed organizational and time management skills, interpersonal and communication skills, active listening, commitment to personal and professional development, resilience and growth mindset, and teamwork and collaboration.

Education

2022, Certificate IV in Training and Assessment (TAE40116), *Jenard College*

2021, Advanced Diploma of Information Technology (ICT60220), *Sydney Business & Technology College*

2012, Advanced Diploma in Graphic Design, *TAFE NSW Campbelltown*

2012, Diploma in Graphic Design, *TAFE NSW Campbelltown*

2011, Certificate 4 in Graphic Design, *TAFE NSW Campbelltown*

2008, Bachelors in computer science, *National University, Bangladesh*

REFERENCE:

Available upon request